

**GUIDELINES FOR COMPLETION OF  
A CHANGE IN PLAN OF ACTIVITIES FOR  
POSTGRADUATE PROFESSIONAL EXPERIENCE (PPE)**

**4. PLAN OF PROFESSIONAL ACTIVITIES**

**A. Applicant Activity:**

For full time PPE, it is suggested but not required that at least 80% of the work week be in direct client contact (assessment, diagnosis, evaluation, screening, habilitation or rehabilitation) related to the management process. For example, in a 30 hour work week, at least 24 hours should be distributed among activities 1 through 3. Items 4 through 6 should reflect the balance of hours in the work week. Part time hours should be completed proportionately.

EXAMPLE:

Applicant Activity	Number of HOURS Each WEEK to be Spent by Applicant
1. Assessment, diagnosis, and/or evaluation	3
2. Screening	1
3. Habilitation/Rehabilitation	22
4. Inservice Training	1
5. Record Keeping	3
6. Other (Specify)	
TOTAL (equal to hours/week)	30

**B. Supervisory Activity**

PPE Supervision must include the personal and direct involvement of the supervisor. The PPE supervisor must directly observe the diagnostic and therapeutic procedures to monitor and evaluate the applicant's performance in professional employment. The PPE is divided into 3 equal segments, each segment representing one third of the total experience. EXAMPLE: a nine month PPE is divided into three segments of three months each; an 18 month PPE is divided into three segments of six months each ( 201 KAR 17:012). **You only need to provide hours for the segments that have not been completed.**

The PPE supervisor must complete no less than 36 supervisory activities spaced uniformly throughout the PPE. **(If a change of supervision occurs during the PPE, the new Supervisor will complete only the necessary supervisory activities needed for the licensee to complete his/her CFY.)**

**(OVER)**

- On-site Observations: The supervisor must complete at least 6 on-site observations in direct supervision of clinical activities during each third of the PPE (a minimum of one hour = one on-site observation.) (Up to 6 hours may be accrued in one day.)
- Other Monitoring Activities: In addition to direct supervision, the PPE supervisor must complete at least 6 other monitoring activities per segment. Such activities may include:
  - Conferring with the applicant concerning clinical treatment strategies
  - Monitoring changes in clients' communication behaviors
  - Evaluating the applicant's records
  - Monitoring the applicant's participation in case conferences
  - Evaluating the applicant on the basis of consultation with professional colleagues and employers
  - Evaluating the applicant's work on the basis of consultation with clients and their families
  - Monitoring the applicant's contributions to professional meetings and publications, as well as participation in other professional growth opportunities

EXAMPLE: (based on a change of supervision for a full-time, nine-month employment with one segment already completed)

Supervisory Activity	On-Site Observations (minimum of 6 hours per segment)	Other Monitoring Activities (minimum of 6 hours per segment)
Segment One		
Segment Two	6 (2 per month)	6 (2 per month)
Segment Three	6 ""	6 ""
Total On-Site Occasions*	12	
Total Other Activities*		12

\*Total must be at least 6 times each segment completed.

**Supervisor must sign affidavit for the application to be considered complete.**